OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-WEST DISTRICT : ROHINI COURTS : DELHI

CIRCULAR

Pursuant to Notification No. 33/I-G-4/Genl.-I/DHC dated 07.10.2024 issued by Hon'ble High Court of Delhi, New Delhi and Circular No. 16673-16873/Admn.I/II/III/Sum.Vac./2025 dated 22.05.2025 issued by O/o the Ld. Principal District & Sessions Judge (Hqs) regarding "Special Casual Leaves for Staff Members", the batches for Special Casual Leave during the ensuing Summer Vacation 2025 shall be as below:-

Batch No.	Period of Special Casual Leave
I	16.06.2025 to 21.06.2025
II	24.06.2025 to 30.06.2025

Accordingly, all the Ld. Presiding Officers/Ld. Officers In-Charge (North-West) are requested to send names of employees working under their kind control, both in courts and branches, giving details of their Period of Special Casual Leave in the following format, to the concerned Administration Branch (North-West) **by 28.05.2025 positively:-**

S.No.	Name of the Official(s)	Designation	Period of Special Casual Leave	Period of Detention

It shall be ensured that sufficient staff is detained in each batch, so that courts/branches can perform the work that could arise during the vacation period.

In case of the Ld. Presiding Officer being on Vacation during the period w.e.f. 16.06.2025 to 30.06.2025, the concerned Sr.PA/PA/Orderly shall report for duty in the concerned Administration Branch (NW) at 10:00 AM except on the days of Special Casual Leave.

It is also clarified that rest of the days besides the Special Casual Leave period in the month of June, 2025 shall be normal working days. Further, the credit of Earned Leave in the leave account of the staff shall be as per the Rules.

24/5/25

(GURVINDER PAL SINGH)
PRINCIPAL DISTRICT & SESSIONS JUDGE (NW)
ROHINI COURTS, DELHI.

No.Sum.Vac./Admn.I,II&III(NW)/2025/14586–643 Date: 24/05/25

Copy forwarded for information and necessary action to :-

1. The Ld. Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
3. The Ld. Judicial Officers/Officer Incharges concerned, Rohini Courts, Delhi with the request to bring the contents of this circular into the notice of the official(s) concerned.
4. The Sr. A.O.(J)/A.O.(J), Administration Branch-I, II & III (Central), Tis Hazari Courts, Delhi.
5. The A.O.(J), Rohini Courts, Delhi.
6. The Accounts Officer / D.D.O., Accounts Branch (North-West), Rohini Courts, Delhi.
7. The Record Officer (RTI), Rohini Courts, Delhi.
8. The Dealing Official, Server Room, Rohini Courts/Tis Hazari Court, Delhi.
9. Personal office of the undersigned.
10. The Facilitation Centre, Rohini Courts, Delhi.
11. The Dealing Official, LAYERS Seat, Rohini Courts/Tis Hazari Courts, Delhi for uploading on Centralized website through LAYERS.

PRINCIPAL DISTRICT & SESSIONS JUDGE (NW)
ROHINI COURTS, DELHI